



CITY OF SANTA CLARA
Municipal Services Division - Business License Unit
1500 Warburton Avenue - Santa Clara, California 95050
Phone (408) 615-2310

NEW BUSINESS TAX AFFIDAVIT

OFFICIAL USE ONLY	
Certificate Number:	
Application Date	

TAX AFFIDAVIT MUST BE COMPLETED AND SIGNED IN ORDER TO BE PROCESSED

Business Name	
Corporate Name (if applicable)	
Business Location	
<small>Cannot be P.O. Box or Post Mail Box per State of California Business & Professions Code-Section 17538.5</small>	
Mailing Address	
Phone No.	Fax No.
Type of Business Conducted at this location	
Ownership (select one)	
<input type="checkbox"/> Corporation <input type="checkbox"/> Corp-Ltd Liability <input type="checkbox"/> Partnership <input type="checkbox"/> Individual <input type="checkbox"/> Other	

California Sales or Use Tax may apply to your business activities. You may seek written advice regarding the application of tax to your particular business by writing to the nearest **State Board of Equalization** office or your nearest **State Franchise Tax Board** office.

Sellers Permit # (BEAN)	
Federal Tax ID/SSN	
Contractors No.	
Contractors Class	

Home Occupation <input type="checkbox"/>
I acknowledge reviewing and receiving a copy of the HOME OCCUPATION rules and regulations set forth by the PLANNING DEPARTMENT.
Initials: _____

Enter below names of Owners, Partners, or Corporate Officers (attach additional sheet, if necessary)

1st Owner Name	Title	Alternate Phone
Alternate Address		Cell / Pager No.
<small>(Cannot be P.O. Box)</small>		
2nd Owner Name	Title	Alternate Phone
Alternate Address		Cell / Pager No.
<small>(Cannot be P.O. Box)</small>		

In case of emergency, please contact (attach additional sheet, if necessary)

Contact Name	Phone
Address	Cell / Pager No.

TO DETERMINE BUSINESS TAX, PLEASE REFER TO INSTRUCTIONS ON REVERSE SIDE OF THIS FORM

- Businesses with a fixed location in the City of Santa Clara pay both the Business Tax and Fire Inspection Permit Fee. Businesses located out of the City of Santa Clara pay the Business Tax only.
- Calculate the Business Tax and Fire Inspection Permit Fee from the rates listed on the back. Enter appropriate tax and fee in space to the right.
- Make check payable to the City of Santa Clara with the affidavit completed in full within 30 days to avoid late penalty. The penalty is 100% of the total amount due.**
- Incomplete or unsigned form may result in a penalty.
- A separate TAX CERTIFICATE must be obtained for each location and for each business at the same location.
- If your organization or corporation has been granted exemption from taxes, include proof as provided by the Internal Revenue Service. (Federal Form 501C)

Please complete the following:

- | | |
|---|--|
| A. For a corporation, enter 1. | |
| B. Enter the number of persons
(full and part-time/paid or unpaid)
engaged in the conduct of business at
this Santa Clara address, including; owners,
partners, corporate officers, and employees | |
| C. TOTAL boxes A and B. | |

Business Tax	
Fire Permit Fee	
TOTAL FEE	

ALL TAXES AND FEES ARE NONTRANSFERABLE AND NONREFUNDABLE

I declare under penalty of perjury that the foregoing is true and correct, and that I will comply with all City Codes and Regulations in the conduct of my business.

Signature _____

Date _____

Print or Type Name _____

Note: Home Occupations located within the City of Santa Clara must apply in person at the Permit Center

Annual BUSINESS TAX Fee Schedule

Instructions for New Business Tax Affidavit: To Calculate Annual Business Tax, Complete 1 or 2. Also Complete 3 if applicable.

1 ☐ Businesses with a Fixed Place of Business within the City of Santa Clara:

The total number on line C (front page) is used to determine the tax due.

Schedule 100 Commercial/Industrial	
1.....	\$ 15.00
2-5.....	\$ 30.00
6-10.....	\$ 70.00
11-15.....	\$ 90.00
16-20.....	\$ 115.00
21-25.....	\$ 175.00
26-30.....	\$ 225.00
31-40.....	\$ 280.00
41-55.....	\$ 330.00
56-75.....	\$ 380.00
76-100.....	\$ 460.00
101 +.....	\$ 500.00

Schedule 200 Professional	
1.....	\$ 15.00
2-3.....	\$ 30.00
4-6.....	\$ 70.00
7-10.....	\$ 90.00
11-20.....	\$ 115.00
21-25.....	\$ 175.00
26-35.....	\$ 225.00
36-40.....	\$ 280.00
41-45.....	\$ 330.00
46-50.....	\$ 380.00
51-55.....	\$ 460.00
56 +.....	\$ 500.00

Schedule 300 Manufacturing	
1-3.....	\$ 15.00
4-20.....	\$ 45.00
21-30.....	\$ 65.00
31-50.....	\$ 100.00
51-75.....	\$ 135.00
76-100.....	\$ 175.00
101-125.....	\$ 225.00
126-175.....	\$ 280.00
176-225.....	\$ 330.00
226-300.....	\$ 380.00
301-400.....	\$ 460.00
401 +.....	\$ 500.00

All State Licensed Contractors
\$45.00

2 ☐ Businesses Outside the City of Santa Clara that come into Santa Clara to Conduct Business:

- A. Businesses **not** having a fixed place of business within the City but conduct business within the City: **\$45.00** per year
- B. Businesses providing regular and established route service in the city by use of vehicles: **\$23.00** per vehicle per year
- C. Vending machine operators: **\$79.00** per year
- D. Automatic coin operated amusement machines (including peep-show devices): **\$60.00** each per year. Juke Boxes **\$30.00** each per year

3 ☐ Regulated Businesses: Applicants for the following business types (See A and B) must apply with the Police Department/Permits

Unit at (408) 615-4868 for Regulated Business Approval before payment of tax.

- A. 1) Itinerant merchants, less than 190 days in city: **\$225.00**, Fire Permit fee may apply
2) Peddlers or Solicitors, door to door, place to place: **\$113.00**
- B. Adult book stores, advertising benches, ambulance services, carnivals, circuses, detectives/private investigators, entertainment permits, escort services, pawnbrokers, seasonal lots, secondhand dealers, taxicabs and theaters. To obtain information on the tax rates for the above businesses call (408) 615-2310.

Annual FIRE PERMIT Fees Schedule

THE UNIFORM FIRE CODE REQUIRES THAT ALL FIXED PLACES OF BUSINESS IN THE CITY OF SANTA CLARA OBTAIN A FIRE PERMIT FOR THE FACILITY OR ACTIVITY ANNUALLY

Home Occupation Light/Ordinary Hazard: \$20.00; Commercial Light/Ordinary Hazard: \$30.00

ADDITIONAL LIFE SAFETY INSPECTION PERMIT FEES

Due to specific activities of your business, other permits may be required. These permits constitute permission to maintain, store, use or handle certain materials; or to conduct activities which produce conditions hazardous to life or property, and will be determined during the Fire Department inspection. If it is determined that additional fire permit fees are due, you will be billed accordingly.

SHOULD YOU HAVE QUESTIONS ABOUT FIRE PERMIT FEES, CALL THE FIRE DEPARTMENT AT (408) 615-4900.

Additional Forms Required

Based on the type of business, these additional forms may be required. If uncertain, please call (408) 615-2310.

Fictitious Business Name

County of Santa Clara/ County Clerk - Recorder
70 W. Hedding St., East Wing 1st Floor, San Jose, CA 95110
(408) 299-5665

Articles of Incorporation from State of California

Secretary of State - Business Program Division
1500 11th Street, Sacramento, CA 95814
(916) 657-5448 / Corporation Information
(916) 653-3365 / Miscellaneous Information

Health Certificate

Department of Environmental Health
1555 Berger Dr, Suite 300 San Jose, CA 95112
(408) 918-3400

Sellers Permit

State Board of Equalization
250 S. 2nd Street, San Jose, CA 95113
(408) 277-1231

FOR CITY USE ONLY

	Approval Signature	Date	If Not Approved, Indicate Reason
Home Occupation Planning			
Building			